

# **Schedule 159**

## **BOARD OF GEOLOGISTS**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE

**159**

AGENCY, BOARD OR COMMISSION

**BOARD OF GEOLOGISTS**

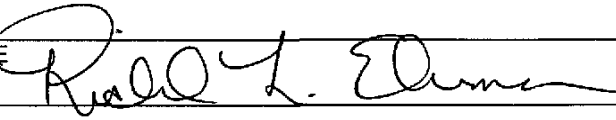
DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

Chairperson

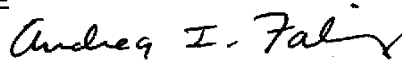
DATE

8-5-04

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVIST

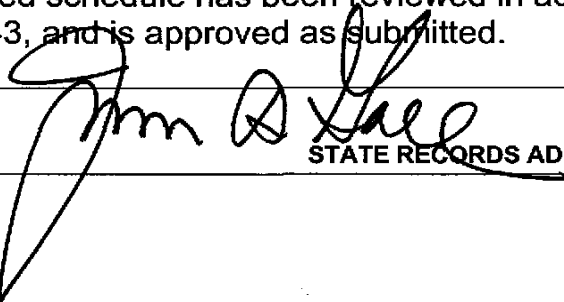
DATE

Aug. 17, 2004

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

8/18/04

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 159 – BOARD OF GEOLOGISTS**

### **159-1        MISCELLANEOUS RECORDS**

#### **159-1-1        NEBOG BOARD MEETING ACTIVITY REPORT**

Fiscal year licensing activity of current registrants, licensed by exam, licensed by reciprocity, denied registrants, National Association of State Boards of Geology (ASBOG) exams administered, number of meetings held, new applications received, registrations pending, complaints received; report is provided and updated before each meeting.

**See MINUTES OF MEETINGS, Records Retention Schedule 124.**

#### **159-1-2        NEBOG BOARD MEETING FINANCIAL REPORT**

Includes monthly expenditures and income transactions made by the board. This report summarized from DAS account reports.

**See MINUTES OF MEETINGS, Records Retention Schedule 124.**

#### **159-1-3        NEBOG NEWSLETTERS**

Copy sent to registrants.

**PAPER COPY:** Transfer 1 copy to the State Archives and 1 copy to the NE Library Commission Publications Clearinghouse (see PUBLICATION FILES, Records Retention Schedule 124). All other copies may be disposed of after 1 year.

**ELECTRONIC DATA:** Backup daily; retain permanently.

**SECURITY COPY:** Dispose of after 1 year.

### **159-2        NATIONAL ASSOCIATION OF STATE BOARDS OF GEOLOGY (ASBOG)**

#### **159-2-1        ASBOG COMMITTEE REPORTS**

Any ASBOG committee reports received.

**Dispose of after 1 year.**

#### **159-2-2        ASBOG CONSTITUTION AND BYLAWS**

**Dispose of after updated or superseded.**

#### **159-2-3        ASBOG EXAM RESULTS SUMMARY**

Examination summary of National Association of State Boards of Geology (ASBOG) exam results.

**PAPER COPY:** Dispose of after 10 years.

**ELECTRONIC DATA:** Backup daily, retain permanently.

**SECURITY COPY:** Dispose of after 1 year.

#### **159-2-4        ASBOG MEETING MINUTES**

Minutes of ASBOG meeting in which the Nebraska Geology Board is not the agency of record. This includes annual, regional and midterm meeting minutes.

**Dispose of after 10 years.**

## **159-3      REGISTRANT INFORMATION**

### **159-3-1      APPLICANTS FILE, INACTIVE**

File established to maintain a record of individuals who have filed but not completed the examination and/or registration program of the agency within 2 years or applicants who do not meet the necessary requirements for registration based on Board action and were denied registration.

**APPLICANT FILE:** Dispose of 2 years after date of last correspondence.

**ELECTRONIC DATA:** Retain permanently.

**SECURITY COPY:** Backup daily; dispose of after 1 year.

### **159-3-2      APPLICANT FILE, LICENSED PROFESSIONAL GEOLOGISTS**

File generally contains the original application as updated, board action on application, transcripts, references, and correspondence.

**ORIGINAL REOCDR:** Microfilm for security, dispose of 1 year after death of geologist or 5 years after license lapses, whichever is sooner.

**MICROFILM SECURITY COPY:** Transfer to the State Archives, retain permanently.

**MICROFILM WORK COPY:** Retain permanently.

**APPLICANT FILE:** Dispose of 1 year after death of

### **159-3-3      APPLICANTS FILE, PENDING**

File established to maintain a current record of individuals who have filed an application and have not completed the examination and/or the registration program of the agency. File may include the original application for licensure, letters of reference, application updates, exam score sheets, college transcript(s), and verification of registration, examination file. Only the current application is retained; superseded applications are disposed of upon receipt of the new application.

**APPLICANT FILE:** Transfer to 159-3-1, APPLICANTS FILE, INACTIVE 2 years after date of last correspondence.

**ELECTRONIC DATA:** Dispose of after data is superseded.

**SECURITY COPY:** Backup daily; dispose of after 1 year.

### **159-3-4      NEBOG DATABASE INFORMATION/DATABASE REPORTS**

Database information includes contact, applicant and licensing information on Professional Geologists, inactive registrants, and payment history. Database reports include data organized and generated in various ways upon request.

**ELECTRONIC REPORTS:** Dispose of after superseded.

**ELECTRONIC DATA:** Dispose of after superseded.

**SECURITY COPY:** Backup daily; dispose of after 1 year.

## **159-4      RENEWALS**

### **159-4-1      RENEWAL NOTICE RECEIPTS**

Retained portion of the yearly renewal notice sent to professional geologists.

**ORIGINAL RECEIPT:** Attach to State Treasurer Deposit Document.

**ELECTRONIC DATA:** Dispose of after updated or superseded.

**SECURITY COPY:** Backup daily; dispose of after 1 year.

**159-4-2 RENEWAL PAYMENT TABLE**

List of payment amount and date payment was received by annual renewals. A payment history table is done for each year.

**ELECTRONIC DATA: Dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**SECURITY COPY: Backup daily; dispose of after 1 year.**

**NOTE**

1. These records may be disposed of after the required retention period, provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D



## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet